

Maryland Department of Public Safety & Correctional Services  
**Human Resources Services Division**

*Martin O'Malley*  
Governor

*Anthony G. Brown*  
Lt. Governor



*Gary D. Maynard*  
Secretary

*Romaine V. Reid*  
Executive Director

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***Recruitment & Examination Announcement***

**Recruitment for:**

**PAROLE AND PROBATION FIELD SUPERVISOR I  
10-0797-003**

(List both the title and announcement number on your application.)

**Salary:  
Reduction**

**\$42,632 – 68,250 (Grade 17- Reflects Temporary Salary  
Reduction effective 9/23/09)**

**Closing Date:**

**Open and Continuous**

**Position Duties:**

This is the operations level of field supervisor in the Division of Parole and Probation. Employees in this class plan, organize and direct the activities of an assigned work unit consisting of five or more criminal supervision or investigation agents. The primary function of such units is to (1) provide community supervision and services to sentenced offenders on referral from the courts, Parole Commission, and the Division of Correction; (2) conduct investigations and prepare pre/post sentence reports on law violators at the request of the Governor, the judiciary, paroling authority, or Commissioner of Corrections; (3) render specialized assistance in the community reintegration of clients with substance abuse or other special behavioral problems.

The incumbent is responsible for maintaining divisional standards for field services within his/her work unit. The position is administratively responsible for the distribution and flow of work among professional and clerical staff. An employee in this class is also responsible for the productivity, morale, and accountability of agent and clerical staff under his/her supervision.

**MINIMUM QUALIFICATIONS:**

- Education:** Possession of a bachelor's degree from an accredited four year college or university with 30 semester credit hours in the social, behavioral or correctional sciences.
- Experience:** Four years of experience supervising persons on parole or probation, or investigating parole and/or probation matters, or administrative experience in parole and probation programs, or training parole and probation agents.

- Notes:
1. One year of specialized experience counseling, investigating, or supervising persons on parole or probation is acceptable in lieu of the specialized 30 credit hours in the social, behavioral, or correctional sciences.
  2. Applicants may substitute graduate level education in the social, behavioral, or correctional sciences on a year-for-year basis for up to one year of the required general experience.
  3. Although the required experience need not necessarily have been obtained subsequent to receipt of the required education, no credit will be given for experience gained during the practical application phases of training courses if such courses are used as credit toward the required education.
  4. Promotional candidates employed by the Division of Parole and Probation in the Parole and Probation Agent/Field Supervisor series are considered to have met the above education requirements.

### **LICENSES, REGISTRATIONS AND CERTIFICATES:**

Some positions in this classification require travel to places inaccessible to public transportation in order to perform the assigned duties. Therefore, possession of a driver's license valid in Maryland and access to private automobile for daily use on the job may be required.

### **SPECIAL REQUIREMENTS OF THE CLASSIFICATION:**

1. Candidates may be given a medical examination to determine their ability to perform job-related functions.
2. Persons appointed to this position must have direct access to a telephone so that they may be contacted at all times.
3. Persons appointed to this position may be required to work on Saturdays, Sundays, and holidays, and any hour of day or night.
4. Prior to probationary appointment, candidates must meet all selection standards as set forth in the Code of Maryland Regulations by the Maryland Correctional Training Commission. Candidates who receive a probationary appointment must satisfactorily complete a prescribed training program prior to permanent appointment. Selection standards of the Correctional Training Commission may be obtained from the Maryland Department of Public Safety and Correctional Services, Suite 310, 6776 Reisterstown Road, Baltimore, Maryland 21215.

**Selection Process:** Candidates who meet the minimum and selective qualifications will be admitted to the examination for this classification. It is essential that you give complete and accurate information on your application. Successful candidates will be placed on the employment eligibility list categorized as BEST QUALIFIED, BETTER QUALIFIED, or QUALIFIED. The list will be valid for this position only for a period of one year and may be extended. The list will be used by the hiring agency to select employees.

**Mail State Application (MS100 Form) to:**  
**MD Department of Public Safety & Correctional Services**  
**Recruitment & Examination Unit**  
**ATTN: Dr. Venus Stewart**  
**6776 Reisterstown Road Suite 309**  
**Baltimore, MD 21215-2342**

Application forms (MS100) may be obtained from the Department of Budget and Management, 301 W. Preston Street, Fifth Floor, the personnel office at any Department of Public Safety & Correctional Services facility, by calling (410) 585-3060 or downloaded from [www.dbm.maryland.gov](http://www.dbm.maryland.gov).

### **Equal Opportunity/ADA Employer**

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